

PROJECT is an interactive computer program that runs in the Windows™ operating environment. This chapter contains five sections. Section A describes the structure of the computer program. Section B explains the procedures for installing the program on your computer. Section C provides data format requirements and additional helpful hints for entering data at your computer, as well an overview of error messages. Section D tells you how to calculate and print results. Section E explains how to exit the program and save files. For an in-depth description of each variable and recommended sources of information, see Chapter 3.

## **A. STRUCTURE OF THE COMPUTER PROGRAM**

PROJECT consists of three different screens: main screen/case creation, run input, and results/output. In general, you start with the main screen, enter data on a separate screen, return to the main screen, then view (and print) your output from a final screen. PROJECT operates like EPA's BEN model and any standard Windows™ applications (although it differs significantly from EPA's ability to pay models of INDIPAY, MUNIPAY, and ABEL). Use the mouse or the Tab and Return keys to move between cells and within a screen. Hold down the Shift key while pressing Tab to return to previous entries.

When you first open PROJECT the case screen appears. PROJECT starts up with a blank case screen. You can obtain a new screen at any time by selecting "New" from the File menu, or using the Ctrl+N shortcut. To toggle between cases, select the appropriate file name under the "Window" menu.

The first inputs on the case screen are case name, analyst name, and EPA region. These values are for reference only and do not affect the results. Next PROJECT asks for the violator's tax status and state. With this information PROJECT references an internal database and automatically calculates the relevant marginal tax rate. After the tax rate PROJECT requests the penalty payment date.

The right side of the case screen is for run management. Here you can create a new run, enter or edit run data, copy a run, remove a run, and calculate a run. You can create multiple runs for each case.

The run screen is where you enter the cost components of the SEP. It is also where you have the opportunity to customize the discount and inflation rates, as well as other default values. You must enter all the cost data for a run before you can calculate the after-tax net present value of a SEP.

The output screen displays the results of PROJECT's calculation. Here you have three options. You can print out a summary of the PROJECT calculation, you can print out a detailed version of the calculation, and/or you can return to the run screen.

Once you are finished with a calculation, you can create, edit or calculate other runs. You can even create other case files, and toggle between them. Before you exit PROJECT it gives you the option of saving the current case, but you can also save your case file at anytime during your session. All runs are automatically saved with the case. The case is saved with a ".prj" extension in the folder you specify.

At any time during your use of the model you can access the help system by pressing the F1 key, just as in any Windows application.

## **B. PROGRAM INSTALLATION**

PROJECT requires a personal computer running the Windows operating system (version 3.1 or higher). In addition, for optimal formatting of various data entry screens, set your display in the control panel to the "small fonts" option. ("Small fonts" is the Windows default, so unless your display settings have been altered, your computer should be set appropriately.)

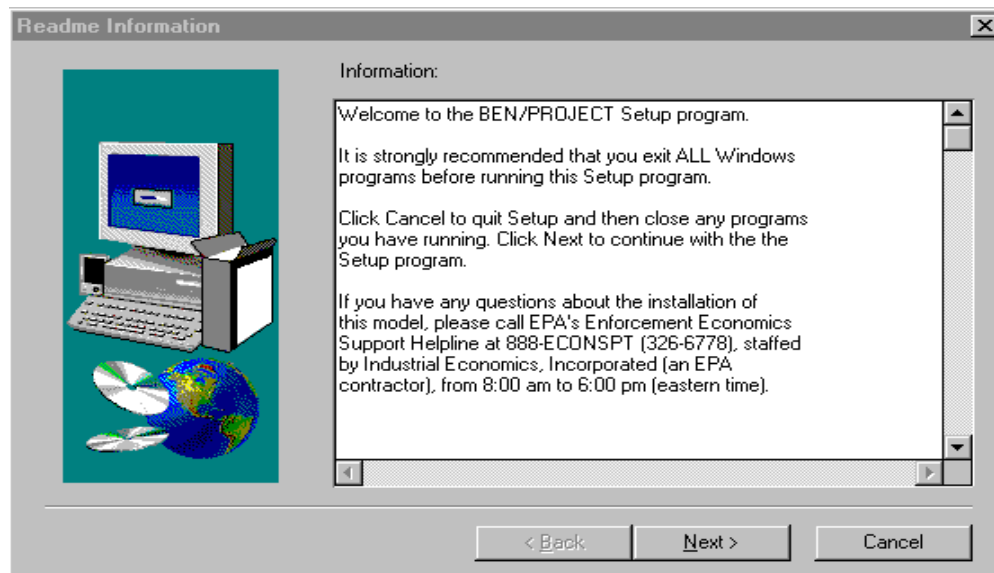
The remainder of this section describes how to install PROJECT from EPA's website or from floppy disks, onto a local network or stand-alone PC. Installing PROJECT will automatically install the BEN model, since the models share some installation files. If you have trouble downloading or installing the model, consult your local computer technician.

PROJECT is located on the EPA website at <http://es.epa.gov/oeca>.<sup>5</sup> To install PROJECT, first download the installation file to your computer or network, then run the file and follow the steps listed below for installing it from a set of disks. The installation screens will appear as they do for installation from a disk, although you will not be prompted for a second disk.

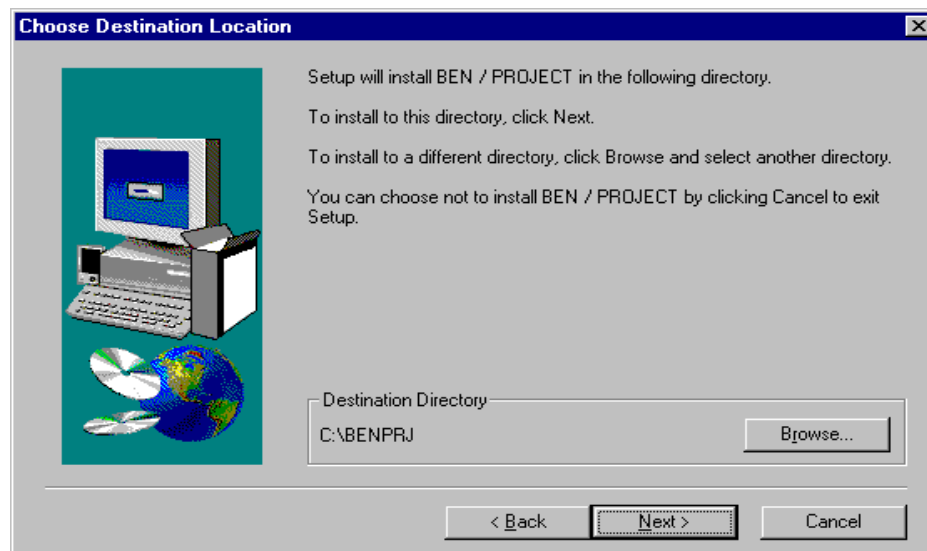
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<sup>5</sup> This address may have changed by the time you read this manual. To obtain the current address, you can call the helpline at 888-ECON-SPT.

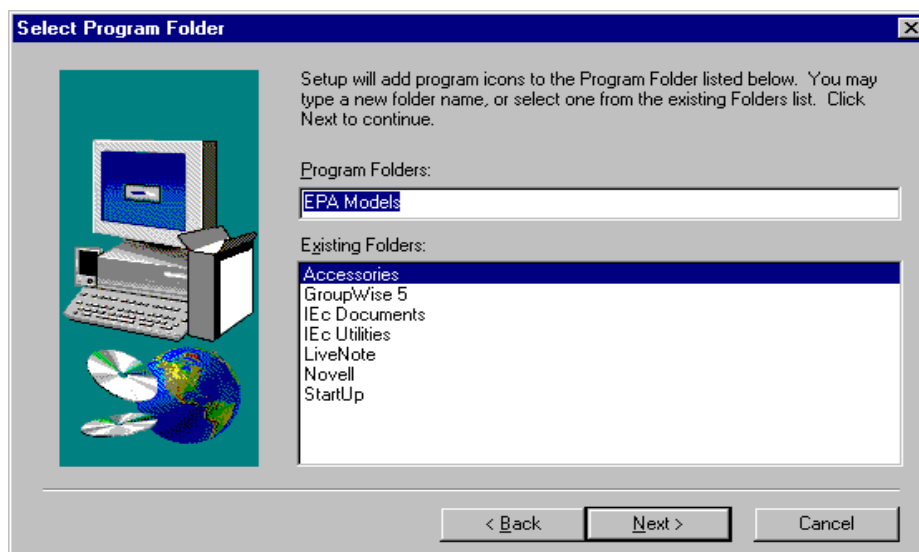
If you have access to the installation disks, insert Disk 1 and run “a:\setup.exe” (or “b:\setup.exe” if the floppy is in the b:\ drive). Then click **[OK]**. If you receive a warning message that you cannot copy a file because it is in use, simply click **[OK]**. It is merely notifying you that the file the installation system is trying to copy already exists on your computer and is currently open. The first PROJECT setup screen will appear:



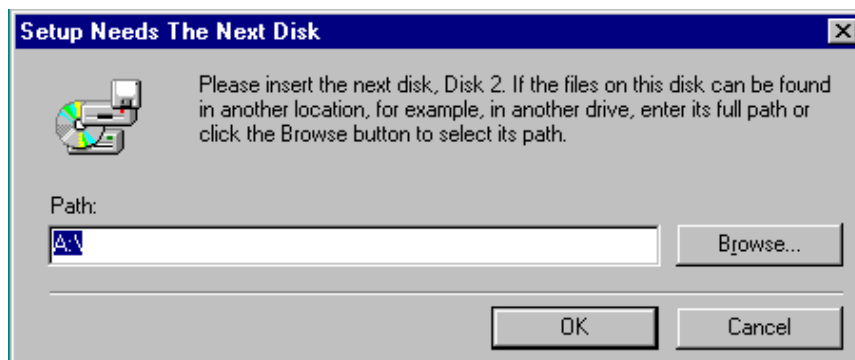
You should close all other programs before installing the model. To do so, click on **[Cancel]**, close the programs and repeat the appropriate steps above. Otherwise click **[Next]** and proceed to the second screen as shown below:



The second screen offers you the opportunity to designate a directory in which to store the model. The default directory is “c:\BENPRJ” (assuming that your local hard drive is c:\). If you wish to save the model to a different directory, press **[Browse]** and choose your desired directory. To proceed with the BEN/PROJECT installation, press **[Next]**. The next setup screen allows you to choose a program folder name as shown below:



The default folder name is EPA Models, which you may alter. To continue installation press **[Next]**. BEN/PROJECT will partially install and then prompt you for Disk 2, as shown below:



If the files are not on Disk 2 you may type their location or use browse to find them. Press **[OK]** when the path is correct. If the program is on two disks, simply insert Disk 2 and press **[OK]**. The setup program will create icons for BEN and PROJECT and finish installing them. When you have completed the installation process, you should reboot your computer prior to using the PROJECT model or any other software package.

Once PROJECT has been loaded onto your hard drive, simply double-click the model icon to start the program. If you are running Windows™ 95 or higher, and did not change the default directory and folder, BEN and PROJECT will automatically be listed on the start menu under programs in the “EPA Models” folder.

After installing the model, you may wish to create a subdirectory for storage of all your case files. Alternatively, you may also choose to save your case files in any pre-existing directories corresponding to different cases or projects

## **C. DATA ENTRY**

Like other Windows™-based programs PROJECT uses the mouse or the Enter and Tab keys to move from entry to entry or from screen to screen. Hold down the Shift key while pressing Tab to return to previous entries. Each screen has several options and spaces for input.

PROJECT will accept several entry formats. Numerical values can include but do not require commas. Monetary values may include decimals but will be rounded to the nearest dollar. They may be entered with or without dollar signs. Rates or percentages should be entered as a decimal number without a percent symbol (e.g., enter 0.20 to represent 20 percent). If you type 2.5 for an inflation rate, PROJECT will read it as an inflation rate of 250 percent.

PROJECT converts all dates to a “1-Jan-1998” format, but can understand almost any sensible format. If you enter an atypical date format, be sure to check that PROJECT has interpreted it as you intended.

Be careful to use only number keys to enter numerical values. A frequent mistake is typing the lowercase letter **L** instead of a number **1**. Another error occurs when the letter **O** is typed instead of the number **0** (zero).

PROJECT will tell you if the format for the entry is incorrect. If this happens correct the number and enter it again. Some inputs are limited to a range of values. If an entered value falls out of this range, PROJECT will display an error message with the allowable range of values. Other error messages will appear if you did not enter data in a required field.

You may enter variables on the same screen in any order. The only exception to this is that you must have entered all of the inputs for a case before you create a run. Therefore you will receive non-entry error messages only when moving from screen to screen or creating a run.

After typing your entry you might discover that you have typed an incorrect letter or number. Typing errors are easy to correct: simply return to the relevant value and type over the mistake. Like all computer programs, PROJECT follows the GIGO protocol: “Garbage In, Garbage Out.” Verifying your data inputs is therefore extremely important.

## D. CALCULATING AND PRINTING RESULTS

To perform a net present value calculation, select the desired run title from the list on the main screen and press [**Calculate**]. If you have entered data for only one run, you will therefore have only one run to choose. If more than one run is on the list, you may calculate multiple runs and display the results simultaneously. To do this, first select multiple run titles (i.e., select a run and then click on subsequent desired runs, while simultaneously holding down the Control key), then press [**Calculate**]. Additional runs are useful when you are analyzing more than one proposed SEP, or if you want to compare the effects of changing variables. The following screen will display a summary of the results:

The screenshot shows a window titled "Example Case: Economic Benefit Results". It contains a table with two columns: "Run Name =" and "Test Run". The table lists various economic benefit calculations and their values. Below the table, there are several input fields for parameters like discount rate, compliance date, and cost estimates. At the bottom, there are buttons for "Print", "Summary", "Detail", and "Done".

Run Name =	Test Run
Present Values as of Noncompliance Date,	01-Jan-1992
A) On-Time Capital & One-Time Costs	\$965,220
B) Delay Capital & One-Time Costs	\$643,796
C) Avoided Annually Recurring Costs	\$24,042
D) Initial Economic Benefit (A-B+C)	\$345,466
E) Final Econ. Ben. at Penalty Payment Date,	
01-Jan-1999	\$673,567
C-Corporation w/ MA tax rates	
Discount/Compound Rate	10.0%
Discount/Compound Rate Calculated By:	BEN
Compliance Date	01-Jan-1997
Capital Investment:	
Cost Estimate	\$1,000,000
Cost Estimate Date	01-Jan-1992
Cost Index for Inflation	PCI
# of Replacement Cycles; Useful Life	1; 15
Projected Rate for Future Inflation	N/A
One-Time, Nondepreciable Expenditure:	

Print

Summary Detail

Done

You may print either a summary or the detailed calculations for the results. The [**Summary**] button will print only the information from the results screen. The [**Detail**] option will print, separately for each run, a summary page, a page showing the present value calculations for capital and other one-time costs, and one or two pages showing the present value calculations for annually recurring costs.

For more information on interpreting these pages, consult Appendix A, or call EPA's toll-free enforcement economics support helpline at 888-ECONSPT (326-6778).

Although printing is done from the output screen, the printer setup is controlled by the pull-down menu on the main screen. The printer setup allows you to shift between landscape and portrait printing, as well as choose more advanced options.

## **E. EXITING AND SAVING**

You exit PROJECT just like any other standard Windows application. From the main screen, select Exit under the File pull-down menu at the top left corner of your screen, or click on the [x] button at the top right corner of your screen, or double-click on the PROJECT icon at the top left corner of your screen. PROJECT will ask you if you want to save your work before you exit.

Be sure to save your case(s) before you exit. You save a case by selecting "Save" under the File menu (or give the case a new name by selecting "Save As..."), or the Ctrl+S shortcut. PROJECT cases are automatically saved with the extension ".prj" and can be accessed using the "Open" command under the File menu or the Ctrl+O shortcut. You can save cases in any folder, and switch between different folders at any time. Runs are automatically saved as part of a case.